

Objectives:

At the end of this workshop you will be able to:

- Identify the elements of an academic presentation and plan timing of sections
- Recognize and use effective slide deck elements
- Gather tips on preparing effectively for your presentation
- See examples of effective oral presentations

Self-Reflection

Recall a time when you had to do a presentation or speak publicly. Write your responses down.

- What did that feel like?
- What were the elements at play?
- What contributed to its outcome (whether it was successful or not)?
- What can I gain from this experience?

What is an Oral Presentation?

- A showcase and summary of academic work
- An auditory and visual experience
- A medium to spark interest in your audience to engage and discuss

Sections for your Presentation with Suggested Times

- Title (10-15 Seconds)
- Background (1 Minute)
- Research Question (1 Minute)
- Methods (1 -2 Minutes)
- Results (3 – 4 Minutes)
- Discussion and Conclusion (2 – 3 Minutes)
- Acknowledgment (10 – 15 Seconds)

Effective slides...

- Are uncluttered, clear, and visible
 - 8-10 lines maximum
 - Key words, no sentences
 - Parallel structure (e.g. all verbs, nouns, etc.)
- Are not distracting the audience
- Use informative titles and headings
- Use Sans Serif Fonts and consistent sizes
 - 36 pt recommended for titles
 - 28 pt recommended for body
- Have simple, high contrast, and consistent colour schemes

Oral Presentation Workshop
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Before you start writing your script:

- Identify your audience and recognize what they know
- Find out the manner of presentation in the conference
- Know how much time you have to present and respond to questions

Expectations at MURC:

- What is the **topic** of your research?
- What is the **problem, issue, or question** that you are asking and addressing in your research?
- Why is that problem interesting and important? **So what?**
- How does your work connect with a **broader disciplinary conversation?**

Ways to connect with audience:

- Offer accessible topical touchstones
- Avoid jargon if possible or deliver specialized terms using appositives
- Describe the movement of your work and involvement in the project
- Showcase your own story and personality

NOTES: